



New Jersey Early Intervention System

Guidance on Collecting, Maintaining and Reporting Data

by

Race and Ethnicity

1. What's changing and why is it being changed?

In 1997, the Office of Management and Budget published new standards for Federal agencies on the collection of racial and ethnic data. Since that time, the Federal Department of Education carefully examined its options for implementing the 1997 Standards and discussed the options with a variety of individuals and organizations representing educational institutions to ascertain their needs and interests, and examined how other agencies collecting similar data were providing guidance.

Unlike previous years, these new standards allow an individual to self-identify his or her race and ethnicity, and allow an individual to select more than one racial or ethnic designation. The new standards for collecting data from individuals require the use of a two-part question, focusing first on the question of ethnicity and secondly on the question of race.

The Department is requiring that Part C programs begin reporting data using the new collection procedures and aggregate reporting categories for data no later than the 2010-2011 reporting year.

2. What does the two-part question to be used for collection look like?

The first question addresses the broad category of ethnicity, and the second question addresses the more narrow and specific divisions of race.

This **first question** (What is the individual's ethnicity?) asks the parent on behalf of the child to identify the child's ethnicity as either:

- Hispanic or Latino; or
- Not Hispanic or Latino

Individuals choosing the "Hispanic or Latino" response will be asked to choose from one of the Hispanic subcategories:

- Dominican
- Central and South American
- Cuban
- Mexican
- Puerto Rican
- Other Spanish Culture or Origin

The **second question** (What is the individual's race) asks the parent on behalf of the child to identify the child's race or races.

Identify one or more races to indicate what the parent considers the child to be.	
White	A person with origins in any of the original peoples of Europe, the Middle East, or North Africa
Black or African American	A person with origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
Asian	A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
American Indian or Alaska Native	A person with origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Native Hawaiian or Other Pacific Islander	A person with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

The implementation of this two part question for ethnicity and race eliminated the collection "multi-racial" and "other race" categories. However, it does allow a parent to report the child in more than one race.

3. What are the aggregate reporting requirements for agencies?

For Federal reporting requirements aggregate data for all children will be reported to the Department of Education, Office of Special Education Programs using one of seven aggregate reporting categories. The seven reporting categories which include ethnicity and race are:

1. Hispanic/Latino
2. American Indian or Alaska Native
3. Asian
4. Black or African American
5. Native Hawaiian or Other Pacific Islander
6. White
7. Two or more races

4. What should be done if an individual does not respond to both parts of the question?

If the parent, on behalf of the child, does not answer the two questions, then the service coordinator should take steps to collect and document information that enables the NJEIS to include the individual in one of the Federal reporting categories. In these cases, federal policy allows for the use of observer identification. If only one part of the two-part question is answered, the service coordinator should take steps to ensure that the individual has intentionally refused to complete both parts of the question before using observer identification. If there is sufficient information in the response to allow for proper reporting within one of the categories, observer identification should not be used.

5. What is the guidance on observer identification?

- It is required, but only as a last resort if the person does not answer the two-part question or the person only offers a partial answer to the two-part question.
- Can use a prior record or sibling information
- Can use first-hand knowledge, country of birth, home language, ancestry
- The state requires the service coordinator to make the final decision on observer identification.